

**North Cottesloe Primary School
P & C Association Inc
MINUTES**

General Meeting held on Tuesday 28th November 2017 at 7:30pm

1. Welcome and Apologies

Kate Wood, Jack Newall, Wayne Press, Jean Perkins, Zac Wood, Pip Marsden, Teresa McPherson, Kate Akerman, Louise Chapman, Louise Cramer, Sonja Heath, Mark Powell, Talia Teoh.

Apologies – Jodie McIntosh, Camilla Rea, Alex Hart, Myffy Walters, Kirsty Barrett, Brooke Goodlet, Celia Patrick.

The meeting opened at 7.40pm.

2. Approval of Minutes of General Meeting held on 24 October 2017

Motion: that the minutes of the General Meeting held on 24 October 2017 be confirmed as an accurate record of that meeting.

Moved by Louise Cramer and seconded by Talia Teoh. Minutes approved.

3. Office Bearer Reports

3.1 President

Term 4 Parent Liaison meeting/lunch

Kate Wood advised that a parent liaison lunch will be held on Wednesday 29th November.

It was noted that the school is proposing a different structure for the parent liaison meetings next year by having a focus area for each meeting such as STEM, literacy or other topics which the the class reps/parents would like to be more informed/updated on. It is hoped that this will allow a more detailed discussion and better information which can be passed on to all parents by the reps.

It was also noted that the school is intending that a representative from the school leadership team will attend each parent meeting next year to inform parents of who they should contact or where they should look to address any questions/concerns and the correct channels of communication at the school.

Teacher Christmas lunch

Kate Wood noted that the Teacher Christmas Lunch which is put on by the parents as a thank you to all the staff will be held on Wednesday 6th December. Tilly Correia is very kindly organising the lunch.

Volunteer Thank You Morning Tea

Kate Wood noted that the P&C thank you morning tea for all the wonderful NCPS volunteers this year will be held after drop off on Friday 1 December. Kate Wood noted that all volunteers should have received an invitation via email. There will be a coffee van and some morning tea treats. Thank you to Caroline Owen for her help organising.

Splash n Dash

Kate Wood advised that the 2017 Splash n Dash Race Director Tina Brothers is leaving Perth next year and is handing over the organisation of the event to a fabulous committee – Jodie Manning, Lara Newton, Kath Kubicki,

Camilla Rea, Samantha Newall, Jane Vince-Jones. Sonja Heath will continue to assist with sponsorship. It is wonderful news that the event will be on again next year.

The proposed date is Saturday 24th March 2018. It was noted that a message will go out to school parents asking them to support the Splash n Dash's Facebook and Instagram pages to help attract sponsors and participants. A huge thank you again to Tina Brothers and thank you to those who have offered to take on this great community event. We hope lots of kids and parents will participate next year.

Volunteers 2018

Kate Wood noted that Camilla Rea has been very kindly working on an electronic sign up system for all the volunteer positions available at the school for 2018. There has been a lot of work done into this sign-up sheet and intended to go out to parents shortly. It was also noted that it may be useful to put some information together on each of the P&C Committee positions. A number of committee positions will be vacant next year including President, Vice President and Secretary. These positions need to be filled for the P&C to continue to function. Many of the initiatives for 2018 are already set up or in progress which is a great way to start the year.

There was some discussion around volunteers for 2018 and it was suggested that perhaps, given how busy people are at this time of year and they are primarily focussed on Christmas and upcoming break, that it may be more beneficial for the volunteer email to go out at the beginning of next year to capture people when they are fresh and also capture new families.

2017 P&C Presidents Report

It is with great sadness and quite a lot of relief that I give this report tonight in my final meeting as P&C President and final P&C meeting at NCPS, at least for a few years.

What can I say about 2017 ... well firstly it never ceases to amaze me the amount that goes on at this school! From the amazing Splash n Dash to Uniform Reviews to Trees and Slipways, Melamine Plates, Walk to School Breakfasts, fabulous Sports Carnivals and wonderful events such as the Retro Bingo Disco.

Thanks to our incredible parent body, the NCPS P&C is a constant hive of activity, providing some amazing opportunities for our children and the community at large – certainly something I will miss next year (but hopefully may mean a few extra hours sleep!)

After two years in this role I now fully appreciate the active and vital part that the P&C plays at NCPS. We are so very lucky to have such an interested parent community that are willing to offer their time, expertise and resources whenever and wherever it is needed.

2017 certainly started off with a lot of excitement with the very successful inaugural Splash n Dash. An amazing event which was enjoyed by kids and parents from NCPS and the wider community. Thanks to some fabulous weather and the amazing organisational skills of Tina Brothers, the event director, and her team including Sonja Heath, Alex Hart, Jean Perkins, Jon Kapler, Bruce Dewar, Jamie Atkinson and Sam Newall it was one of the highlights of the year. Our platinum sponsor Humphrey Homes is keen to continue to sponsor this great event.

The P&C plays an important role in building a strong, supportive and social parent community. This year our fabulous fundraising committee made up of Anna Sudlow, Talia Teoh, Georgie Gallagher, Narelle Grincer, Brooke Goodlet and Louise Chapman have done a wonderful job organising parent and family events which are not only important fundraising opportunities but are essential for parents to get to know each other and enable all families to feel part of the special NCPS community.

In 2017, the P&C has hosted social events including:

- the Welcome Sundowner with silent disco thanks to Louise Cramer, Talia Teoh and year 6 parents;*
- Walk to School Breakfasts thanks to Celia Patrick;*

- the fabulous Retro Bingo Disco thanks to the wonderful fundraising committee;
- the Dads and Kids Camping Night thanks to Caroline and Stuart Owen; and
- the End of Year Sundowner next week thanks again to the fundraising committee.

On top of fundraising from events, in 2017 there have been a number of P&C fundraising initiatives including:

- Gobsmacked mouthguards thanks to Camilla Rea;
- Election Day cake stall and sausage sizzle thanks to Tilly Correira;
- Hot Cross Buns thanks to the fundraising girls;
- Melamine plates thanks to Talia Teoh;
- Mushroom Boxes thanks to Robyn Hegney;
- NCPS Olive Oil thanks to Chiara and Dean Humphrey;
- Year 1 Tea Towels thanks to Briony McManus; and
- the recent Scholastic Book Fair thanks to Nicolette Beech.

The Readathon was a fantastic new fundraising initiative this year and it was great to have so many kids involved.

Thanks to the support of this initiative the school has fabulous new literacy resources from Kindy right through to year 6.

Parent feedback last year indicated that parents were not always aware of the initiatives that are funded, supported or operated by the P&C. It was agreed that raising the profile of the P&C and what it provides to the school would be a focus this year. There has been a big effort to provide more communication to both new and existing parents through FlexiBuzz, email and the newsletter – this is hopefully reflected in the increased % of P&C contributions paid in 2017. The exec committee have also been working with the school on a more transparent process in respect of the use of P&C funds. Thanks to Wayne, Julie, Melinda and Jack Newall, a new P&C funding process has been established which is hopefully to be approved this evening and implemented next year.

This year has seen some exciting new P&C funded initiatives at the school, such as the Scientist in Residence program. Thanks to the P&C kids across the school have been fortunate to participate in a hands on “messy” science, engineering and robotics program which has received wonderful feedback from both teachers and students. The school is keen to see this program continue in 2018.

Additional to the Scientist in Residence program, in 2017 the P&C has provided funding for:

- significant ICT resources, 2 sets of lap tops and 2 interactive whiteboards;
- new literacy resources from Kindergarten to year 6;
- 2 new BBQ's and 2 new urns for use by the P&C and school;
- photocopier for the two-story building for the use of upper year students and teachers;
- sports carnivals;
- hockey goals;
- teachers classroom allowances (for provision of incidentals like stationery, rewards etc in each classroom);
- a possible UV meter;
- mud kitchen and funky fitness mats for the kindy;
- books and other resources for the school library;
- grass for the oval and planting at the school – including native grass trees and bog plants for the wanslea playground;
- completion of the wanslea nature playground, including reticulation and bog plants; and
- school graduation prizes.

The P&C also continues to run a highly efficient school canteen and uniform shop. I would like to give a very special thanks to our amazing volunteer uniform shop co-ordinator Jodi McIntosh. The uniform shop is a very well run and efficient service and I know Jodi puts in many many hours of her time. We are excited that Caroline Owen has agreed to take over from Jodi and there will be a transition next year as Jodi shows Caz the ropes!

We welcomed Helene Hansen this year into the role of Canteen Manager. Without a huge amount of guidance, and not being a school parent, Helene has thrown herself into the role and got to know how the canteen operates and the school community. Thank you Helene for your efforts! Many thanks also to Myffy Walters, Kate Akerman and Annette Crum who have been on the Canteen Committee this year. In recent weeks, the committee have been working with Helene on a few new menu ideas and changes for next year. It will be exciting to revitalise the canteen menu next year. The canteen is a great service to the school and many thanks must go to all the wonderful canteen volunteers - without the volunteers the canteen would not be able to operate.

I am always overwhelmed by the generosity and kindness in our community. I would like to recognise and give thanks to, Andrea Dewar, who very discreetly runs the Nourish program which assists several people in our community every year. Parents have generously donated food, clothing and other goods to several collections throughout the year. Thank you to Shona Cairney for her work organising several collections before leaving the school in term 3. Sport has continued to thrive with the assistance and hard work of people like Camilla Rea and Jodi McIntosh. We had another fabulous all-school athletics carnival this year and also the inclusion of the years 1 & 2 in the swimming carnival. We also now have some amazing after-school sport opportunities along with activities such as art and robotics. I know Camilla Rea has dedicated many hours to organising these opportunities and I thank her for her time and enthusiasm.

Our grounds continue to look great thanks to the assistance of Pete Law and the veggie gardens are full of wonderful veggies thanks to the help of Louise Young and Robyn Hegney.

We have many travelsmart initiatives and I thank Celia Patrick for running our very popular Walk/Ride to School Breakfasts during the year. It would be great to have someone take on the Travelsmart role next year and revitalise some of the great initiatives.

We are also very lucky at the school to have the amazing design skills, passion and commitment of Mark Powell. The year started well with the completion of the amazing Wanslea nature playground, designed by Mark. However, I think Mark would agree that projects have not gone quite as smoothly since then. I won't go into detail on the progress of the slipway project other than to thank Kirsty Barrett and Mark Powell for their time, effort and continued enthusiasm with this project.

I would like to thank the uniform committee for all their hard work and incredible patience and commitment. A huge thank you much go to Mark Powell.

Thanks to all the class reps and to Sam Newall as Class Rep Co-ordinator. Class reps play an important part in communicating with the parent body.

Thank you to everyone who comes along to P&C Meetings, the P&C Committee for their support, and in particular the P&C Executive Jean, Tim, Jack, Kate, Mark and Tess. Jean – I wouldn't survive without your support and great humour. Jack – I have thoroughly enjoyed learning the ropes with you. It has and continues to be a journey to discover what is going on and how to do things - but it is more fun when there are others on the journey. Mark – I said it all before. Kate and Tess – thank you. You have both provided me amazing support and some level headed advice when it is needed. Kate in particular I thank you for all your work at the school over the years and wish you well as you move on. Tim – good luck in Denver!

I would also like to thank the parents on the Board, Richie, Jack, Andy and Larissa and especially the Board Chair, Sonja Heath and P&C Board Rep, Alex Hart, for their hard work this year. Sonja and Alex – you both give so much to NCPS.

Thank you to Melinda, Julie and Wayne for their on going support of the P&C and hard work this year in relation to a number of new P&C initiatives.

Finally, the P&C quite literally cannot run without the volunteer time and financial support of the parent community. I hope everyone can make it on Friday morning to recognise the time and effort of all the fabulous volunteers!

To wrap up, on a personal note I would like to thank the whole school community for making my time at NCPS an enjoyable, rewarding and fun experience. The support and kindness that so many people have shown to me and my family is amazing and I honestly could not have got through my P&C President "caretaker" year without the help. I truly hope the P&C continues to thrive in 2018!

Resignation of current President

Kate Wood advised that, unless anyone would like to nominate for the role this evening, that she would continue in the role until the end of the school year and that a new P&C President would be elected at the AGM to be held in February 2018.

Kate Wood noted that Celia Patrick has offered to run the AGM next year, meeting attendees will simply need to approve Celia to run it.

Wayne Press moved a motion of thanks to Kate Wood for all the time, effort and hard work she has put in to NCPS. Seconded by Louise Cramer. Approved unanimously.

3.2 Treasurer

P&C Financials

Jack Newall advised there is about \$140,000 in the P&C account of which fundraising accounted for almost \$80,000. A great effort.

He noted that the uniform shop roughly breaks even but the canteen is currently being subsidised so price increases may be required to cover costs.

The P&C has donated approximately \$55,000 to the school this year to date.

IGA Donation

Jack noted that with a recent change in ownership of the Cottesloe IGA it is not clear whether the IGA donation will be continuing. This is something that needs to be followed up on.

Fundraising funds – amounts raised from Camping Night and Olive Oil

Jack advised that \$3,000 was raised through olive oil sales and approximately \$3500 from the camping night. Both great results.

Approval of P&C contribution amount for 2018

Jack advised that approval is being sought for the proposed P&C funding model (attached as annexure A) which has been developed with the school. The model was discussed.

In short, an amount will be approved at the end of each year which the P&C is willing to contribute to the school the following year. This will be determined from the current year's fundraising and expected voluntary contributions from the year to come. The Treasurer and Principal will sit down to discuss what the Principal wants to fund and a budget indicating allocation of funding for the following year will be prepared. Jack said it did not mean the school had a blank cheque. Individual items will still need to come to the P&C for approval. It was also noted that allowance would be built in for requests that arise during the year as well as staff requests. In particular, staff will have an opportunity to request P&C funding through the leadership team. There will also be an opportunity for a parent project or bigger initiative. This model should allow the school to budget in line with the strategic plan and have a more long term focus.

Motion: to approve the new P&C funding model.

Moved by Jack Newall. Seconded by Louise Cramer. Motion unanimously approved.

Approval of proposed 2018 P&C Funding budget

Jack advised that the proposed P&C funding for 2018 was \$120,000 – this is established from \$50,000 from contributions and \$70,000 from 2017 fundraising. This would still leave a good amount in the P&C bank account and allow for additional requests that may arise. The school has prepared a 2018 P&C Funding Budget proposal which was circulated for approval. This budget outlines the proposed funding allocations for 2018. Wayne Press went briefly through the proposed funding allocations.

Motion: to approve \$120,000 P&C funding to be budgeted for by the school for 2018.

Moved by Jack Newall and seconded by Teresa McPherson. Motion unanimously approved.

Motion: to approve the proposed P&C funding budget for 2018 (as circulated), noting that any requests from the school still need to be individually approved.

Motion moved by Jack Newall and seconded by Talia Teoh. Motion unanimously approved.

Approval of P&C contribution amount for 2018

Jack noted that the current P&C voluntary contribution amount is \$150 per student. Kate Wood noted there did not seem to be any justification to increase the contribution amount.

Motion: to maintain the current P&C voluntary contribution amount for 2018.

Moved by Kate Wood and seconded by Mark Powell. Motion unanimously approved.

Funding approvals:

- *Scientists in Residence 2018 program* – Wayne Press advised that the school would like to offer 12 hours per student in 2018, at a cost of \$36,000. In future, planning to look at a teacher running the program rather than outsourcing. The program provides PD for the teachers which is beneficial.

Motion: to approve up to \$36,000 to fund the Scientists in Residence program in 2018.

Moved by Kate Akerman and seconded by Louise Cramer. Motion unanimously approved.

- *ICT* – Wayne Press advised that the school would like to lease an additional 12 lap tops in 2018, costing \$12,000. This fits in with the ICT plan.

Motion: to approve up to \$12,000 for the lease of lap tops in line with the schools ICT plan.

Moved by Teresa McPherson and seconded by Sonja Heath. Motion unanimously approved.

- *Honour Board* – Kate Wood advised that every year the Year 6 students give the school a gift. The current honour boards finish at 2010 do there has been a suggestion to update the honour boards at the school. The school is very positive about this idea. Louise Cramer has very kindly looked at options and designed an honour board to go on the big blank wall in the front office that will be able to display the names from 2010 to 2017 and will have enough space to last until 2025. The quotes for it to be produced are around \$2000.

It was noted that parents usually donate around \$20 per family towards the school gift and there is likely to be a shortfall so the P&C has been requested to fund the shortfall.

Motion: to approve up to \$2,000 to cover any shortfall in funding the honour board to be given by the year 6 students to the school.

Moved by Louise Cramer and seconded by Kate Akerman. Motion unanimously approved.

Walk to School Breakfast grant

Jack Newall asked whether any P&C members were aware of the history of a \$300 walk to school breakfast grant that has been raised. IGA Swanbourne is owed about \$1,200 for all the supplies of several breakfasts which it has been suggested were meant to be covered by the grant but have not been. There was discussion around ensuring the bill is paid immediately and Jack can look into the grant to cover the costs.

Motion: to approve up to \$1,200 to cover the outstanding walk to school breakfast costs.

Moved by Kate Akerman and seconded by Sonja Heath. Motion approved.

4. Principal

Bike compound

Wayne Press advised that given the recent problems with bike theft they are investigating building a compound in front of the two-storey building, with a 2m high fence, self-closing gate and combination lock. The current location of bikes behind the toilets is a temporary solution. There was some discussion and ideas given in respect of the compound, in particular a roof on the compound. Wayne will continue to investigate and seek quotes so that this can be progressed asap.

Auditorium proposal update

Wayne Press noted that some design changes are being considered – including a veranda to the north rather than all the way around. Advice regarding quotes is being sought from the Department of Education's contractor Programmed. It was suggested that the auditorium refurbishment would be captured in the major project funding allocation for 2018 – particularly given the significant amount of work that has been put in to date and the support from those that utilise this area.

Motion: for the auditorium refurbishment project to be the 2018 major project funding allocation as set out in the P&C Funding Budget 2018.

Moved by Kate Wood and seconded by Kate Akerman. Motion unanimously passed.

Turf report

Wayne Press advised that he had received a report from a turf consultant who had recommended work including returfing which would cost \$19,500 and additional maintenance of about \$11,000. Having looked at the condition he feels this is a little over the top. The grass is starting to grow back and he will ask gardener to do some planting and rolling lawn to patch the lawn. While the oval does not look great it is a lot better than it was at this time last year. He will wait and see what happens this summer and then assess what further action is required.

Stumpy

Wayne advised that Stumpy will not be working as a crossing guard any more. This was a decision made by the people who manage the crossing guard service. He will be attending the staff thank you lunch and the final assembly of the year where a presentation will be made.

Thank You

Wayne said a big thank you to all involved in the P&C this year and in particular the P&C committee and Kate Wood – can't say enough about the work you do and support you give us. There have been some robust discussions – but these are important and we have come a long way over the past 12 months. Wayne also thanked Mark Powell for his contribution and Kate Akerman for her contribution over her years at NCPS.

5. Sub Committee Reports

5.1 Community service

Wayne Press advised that he had been talking to the school's chaplain as well as Nourish coordinator Andrea Dewar about how community service could operate next year.

The Food Bank proposal that was suggested by Tess McPherson at the last meeting has been put on hold given Andrea Dewar is running a food collection, the Angel Tree gift initiative is underway and the stationery collection will occur at the end of term. There was enthusiasm for a Food Bank collection early next year. The chaplain has been in contact with Kate Wood about the stationery going to refugee centre. It was suggested that the stationery collection be an opt out rather than opt in system.

5.2 Fundraising

Talia Teoh advised that the sundowner will be held next Friday from 5pm to 7pm. Hoping to get some more names on the roster. Food trucks were unavailable so will be having a sausage sizzle. Bruce Dewar is donating his DJ equipment. It will be a similar format to past years.

Anna Sudlow purchased three square readers which are great to use in lieu of an eftpos machine. Sonja Heath will look after the readers so they can be used at the Splash n Dash.

It would be good to get the Sundowner sorted early and set a date. It was planned for the current Year 6 parents to have a handover with the Year 5s re all the activities to be planned in 2018.

Talia advised that the melamine plates had been distributed and looked great.

The Scholastic Book Fair sold close to \$4,000 of books and other bits of which the school gets a decent commission. Thank you to all the parents that donated books. It was discussed whether the plastic toys/products sold next year or perhaps just books. This will be looked at next year.

5.3 Sport

Camilla Rea provided a written report:

The following has been approved with Jon Stubbs for after-school sport for 2018. Jon Stubbs has also requested Wednesday morning for Uni—Active. Obviously, this is all dependent on providers' availability but the aim will be for the After-School Sports to be held on consistent days throughout the year so that parents can make plans with it in mind.

Briohny McManus and Tess McPherson have kindly agreed to support Jon Stubbs with the swimming carnivals.

Term 1

Mon PM - AFL - (Kidz N Sport)

Wed AM - Uni-Active

Wed PM - Netball (Netball WA)

Term 2

Mon PM - Golf (Seaview Golf)

Wed PM - Soccer (Pro Football)

Term 3

Wed PM - Basketball (Redhage)

Term 4

Mon PM - Cricket (Kidz N Sport)
Wed AM - Uni-Active
Wed PM - Softball (Softball WA)

5.4 Canteen

Kate Wood provided an update on the manager Helene who would like to continue in the role. Canteen committee members Myffy and Annette will conduct a formal review at the end of the year so please pass on any feedback to the committee. There are a few improvements which the committee is hoping to address with Helene. Kate thanked Helene for her commitment in 2017.

Myffy has kindly agreed to stay on the canteen committee and assist with improvements and in particular assist in recruiting volunteers and revitalising the menu. It is noted that the canteen provides a service to parents and is not a profit-making exercise. However at this stage, the goal is to cover costs and provide healthy food.

5.5 Grounds/EcoSmart

Kate Wood noted that the reticulation of the vegetable garden is being looked at and Pete Law will work with the School and gardener. It would be great to get someone to take pfdoin bits and pieces.

5.6 Uniform Shop

Nil report.

6. School Board

Uniform review update

Sonja Heath thanked Mark Powell and the Uniform Committee for all the work they had done. She advised that the Board had resolved to focus ongoing uniform design development around the following guidelines:

- Using a mostly plain Lemon polo with contrasting detail on the collar and possibly sleeve trim
- Replacing Royal Blue with Navy in all items including the Polo, bottoms, jacket/s, hat and bag
- Include a long sleeve version of the polo design to be promoted as the Sun-Smart option

The new polo will be made from the stain-resistant fabric recommended by the Uniform Committee.

The School Board came to this determination after considering survey data and comments, the uniform forum outcomes, recommendations from the Uniform Committee and Education Department policy regarding uniforms.

Sonja advised the Uniform Committee would develop and present final design recommendations to the School Board for approval, with new designs hoped to be presented to the school by the end of term 1 2018. The anticipated introduction of the new uniform will be at the end of Term 4, 2018 and current uniform items may still be worn over an extended transition period of two years.

7. Other Matters

- *Parent survey* – Wayne Press advised that the survey has been completed and an analysis of results needed to occur before the results were released.
- *UV Meter* – Kate Wood noted the P&C had previously approved \$3,000 for a UV meter. It seems that the quotes that have been sourced by the school are higher and it was more likely to cost \$3,700 without installation. It has been suggested that the meter should be installed on either the two-storey building or the front of the undercover area.

Motion: to approve an additional \$1,000 towards the cost of the UV meter and installation (increasing overall funding to \$4,000).

Moved by Mark Powel and seconded by Teresa McPherson. Motion unanimously approved.

- *2018 meeting dates* – It was suggested that P&C Meetings move from Tuesdays in week 3 and 8 each term to Mondays in week 3 and 8 next year due to clashes with other meetings like the Town of Cottesloe. It was agreed this was a good idea. The AGM is to be held on Monday 19 February 2018 where all positions are vacated and re-elected.

The meeting closed at 9.44pm.

Next meeting is the AGM on 19 February 2018

Annexure A - DRAFT P&C Funding Model for approval

Process

1. Early Term 4 each year, the P&C Treasurer will confirm with the Principal the approximate amount of P&C funding which the school can budget for in the following year. This will be based on:
 - a. expected P&C contributions to be paid in the following year of around 90%, which at present equates to approximately \$50,000; and
 - b. total P&C fundraising in the current year.
2. Based on this amount, the Principal will put together a proposed P&C Funding Budget for the following year. This will set out the approximate % to be allocated to each of the Funding Areas (outlined below) and provide a guide as to the proposed items/initiatives to be funded in each Funding Area and how they fit with the current business plan.
3. The P&C Treasurer and P&C President will meet with the Principal to discuss the proposed P&C Funding Budget for the following year and will finalise the budget before the final P&C Meeting.
4. At the final P&C Meeting of the year, the proposed P&C Funding Budget for the following year will be presented to be approved in principle.
5. Any individual items/initiatives within the P&C Funding Budget for which the Principal has detailed information and would like approved for the start of the following year can be submitted for approval at the same time as approving the P&C Funding Budget. All other individual items/initiatives will require P&C approval, in line with the funding approval process, as and when they arise the following year. At the time of approval, the amount requested to be approved will be reflected against the approved P&C Funding Budget. The funding approval requirements are as follows:
 - items < \$5000 can be approved at a general meeting or outside a meeting by a majority of the P&C executive committee; and
 - items > \$5000 must be approved at a general meeting (with at least 7 days notice).
6. If the P&C has any targeted fundraising initiatives, any amount raised from that fundraising initiative above the proposed allocation in the P&C Funding Budget will be added on to that amount.

Funding Areas

P&C funding will be allocated to the following funding areas:

- Major Project selected by parents in consultation with Principal (for example: redevelopment of undercover area, nature playground)
- School Focus Initiative (for example: artist/scientist in residence, STEM program)
- Grounds (for example: turf and oval maintenance, bike shed)
- Program Materials (for example: literacy and numeracy classroom materials)

- Staff Requests (for example: curriculum materials, special program, physical resources)
- ICT (based on *Digital Technologies & STEM Operational Plan*)
- Classroom Allowances (allowance for teachers classroom incidentals like rewards, stationary, cooking supplies)
- Specialist Resources/Programs (for example: art supplies, music program, sporting equipment).

Staff Requests

Staff will be encouraged to make P&C funding requests for any resources or initiatives they would like funded that is outside the school budget. There will be a chance for staff to submit requests each term. Requests will be due to the Finance Committee two weeks before the second P&C meeting each term. The Finance Committee will consider all submissions (in line with school priorities) and the Principal will present recommendations for funding at the P&C meeting.

Major Project

Parents will be encouraged to submit suggestions for Major Projects to be funded by the P&C. Ideas will be considered at the final P&C Meeting of the year for approval in principle. Funding may be held over to the following year for larger projects that require more than one years funding.